

**Board of Public Works and Safety
Regular Meeting Minutes
July 15, 2013**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board member Stephen Barnett answered roll call. Board member Bob Swinehamer was absent.

Chief of Police Tim O'Sullivan, Fire Chief John Henderson, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Community Development Director Krista Linke, City Engineer Travis Underhill, Interim Street Commissioner Andrew Duckworth, Payroll Coordinator Stephanie Shepherd, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

Ms. Phillips offered an invocation immediately followed by the Pledge of Allegiance.

Announcements & Presentations

There were no announcements or presentations.

Public Comments

There were no public comments offered.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held July 01, 2013 & Special Meeting
2. Board of Works Claims.
 - #070413 RDC Utilities in the amount of \$14,305.74
 - #070513 BOW Utilities in the amount of \$81,081.79
 - Payroll in the amount of \$349,669.41
 - Pool Party Rentals Payroll in the amount of \$3350.00
 - #071213 BOW Utilities in the amount of \$74, 199.60
 - #070613 Sewer Utility Utilities in the amount of \$28,700.69
 - #071513 BOW General Obligations in the amount of \$38,317.80
 - #071413 Sewer Utility General Obligations in the amount of \$15,122.27

Mr. Barnett made a motion to approve the consent agenda as presented, seconded by Mayor McGuinness. A voice vote was taken with all members stating any. The motion carried.

Old Business

Award of Bid for Hail Damage Repair for Police Station /City Street Garage Buildings - City Attorney Gray stated that she was notified that the request for bids was not advertised and requested that the matter be removed from tonight's agenda. She also stated that the specifications will need to be reviewed by the City Engineer Underhill before being brought back

by him. Mayor McGuinness stated that the project needs to be advertised and brought back at the August 5, 2013 meeting.

New Business

Knollwood Fireworks Show on July 27th, at 4021 Leslie Ct., Knollwood Addition – Ms. Stephanie Fuller came forward to request approval of her annual fireworks show in the Knollwood Subdivision. Ms. Fuller stated that she has purchased insurance to meet the city requirements. City Attorney Gray stated that since this insurance was just purchased today, and not paid in full it could be rescinded at any time so the motion should be made to keep the insurance in full force through the date of the fireworks show. Mayor McGuinness made a motion to approve with the condition that the insurance is kept in full force through July 27th, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

Neighborhood Block Party - Request to Close Streets and Alley's Located between Madison & Jefferson Streets on Utz Street from 3:00 p.m. - 12:00 Midnight, September 2, 2013- Mrs. Arlene Andrews asked for permission to close off Utz Street and two alleys in this neighborhood. Mrs. Andrews has signatures of all of the residents approving the block party. A discussion was held. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

Charity Motorcycle Ride for Multiple Sclerosis Research (RAMS Ride) - Request to Block Street and Parking on Main Street from Jefferson Street to Madison Street and the Public Parking Lot west of the Willard Restaurant Saturday, August 3, 2013 – Mr. David Zachary told the Board that this year will be the 6th year of this motorcycle ride. Mayor McGuinness told him that he will need to get permission from the County Commissioners to reserve the parking lot on Main Street since it is owned by Johnson County. Mayor McGuinness made a motion to approve closing Main Street from Jefferson to Madison Street on Saturday August 3, 2013 for the RAMS Ride, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

Cruisin' the Courthouse Event - Request to Close East & West Court Streets August 9, 2013 to Host from 4:00 - 9:00 p.m. – Ms. Megan Hart of Discover Downtown Franklin speaking on behalf of the “Remember Blake Car Show” sponsors, stated that they request that both East & West Court Streets be closed in the evening of August 9th, the day before the Remember Blake Car Show. Ms. Hart stated that they are aware that West Court Street will not be usable on this date, but they would like to ask that East Court Street be closed. Mayor McGuinness asked if all of the businesses along Court Street had been notified about this request. Ms. Hart stated that most businesses on Court Street are closed at that time. A discussion was held. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating aye. The motion carried.

The Mayor stated that he wants to adopt a notification process to ensure that businesses impacted by special events and planned street closures have indeed been notified. A discussion was held. The Mayor stated that there should be a confirmation included with the reservation form attesting that affected business owners have been notified of upcoming events. The Mayor said that he wants proof of mailing or hand delivering to businesses acknowledging that they have been told that events that may affect their business are going to be on the Board of Works agenda. Ms. Gray and Ms. Linke agreed to develop a form and a process that will accomplish the Mayors goal.

North Main Street Phase 1 Reconstruction Project - Change Orders 11-13 – Project Manager Adam Koontz of Parsons Brinckerhoff presented three change orders for the Main Street Phase I Project. Change Order #11 for \$71,091.49 for undercuts needed between King and Adams Streets; Change Order #12 for \$3,306.40 for revised service points, and Change Order #13 for \$3,934.00 for additional topsoil. A discussion was held. Mr. Barnett made a motion to approve all change orders, seconded by Mayor McGuinness. A voice vote was taken with all members stating aye. The motion carried.

Board of Works Resolution No.: 13-04 Authorizing Transfer of Surplus Property - Parks Superintendent Chip Orner requested that two vehicles currently for sale in the surplus auction, a 2000 Dodge Truck VIN #3B6MC3659YM213622 and a 1996 Ford Truck VIN # 1FTHF36H2TEA32178 are both needed by the Parks Department. Mr. Barnett made a motion to approve the resolution to transfer both vehicles, seconded by Mayor McGuinness. A voice vote was taken with all members stating aye. The motion carried.

Kronos System Upgrade from 6.0 to 6.3 & Additional 50 Licenses for 50 Additional Employee Cards -Request for Approval and Funding from CCI - DPW Superintendent Littleton stated that the Kronos system has not been upgraded since 2009. He explained that the current version is so outdated that we are unable to update our firewall and antivirus protection on the workstation where the Kronos program resides. He encouraged the Board to authorize the upgrade. Payroll Coordinator Stephanie Shepherd stated that we are close to our limit on employee licenses and that additional licenses are needed for new part-time employees. Ms. Shepherd stated that these licenses are purchased in blocks of fifty. City Attorney Gray stated that she has reviewed the contract and has no concerns. A discussion was held. Mr. Barnett made a motion to approve the upgrade and additional licenses, and authorizing the Clerk-Treasurer to sign the contract on behalf of the Board of Works, seconded by Mayor McGuinness. A voice vote was taken with all members stating aye. The motion carried.

Heartchase - An American Heart Association Event – The Heartchase will be held Saturday, August 17th from 9:00 - 11:00 a.m. starting in Province Park with various stops throughout downtown - Mayor McGuinness told the Board that the American Heart Association is holding the event as a fund raiser. The Mayor explained that there will be numerous teams participating throughout the city but that there is no need to block any streets. The Mayor stated that he is the chairperson for this event.

Other Business

Requesting Direction from the Board of Works Regarding Trash Placed near City Receptacles along Jefferson Street by a few Businesses in the Downtown Core - Community Development Specialist Oliver stated that she is asking for direction on enforcement of the current ordinance concerning trash placement on Jefferson Street by some downtown businesses. A discussion was held.

Department Reports / Staff Reports

Police Chief O'Sullivan stated that he had been approached by a resident of the Camelot Addition requesting that the city install a neighborhood watch sign. He explained that the city has not paid for these signs in the past. The Chief stated that this request is on the August 5th

agenda. A discussion was held. Mayor McGuinness stated that there is not a homeowners association in Camelot.

City Engineer Underhill stated that Senior Planner Joanna Myers has signed a purchase agreement for a flood buyout property located at 478 Hemphill Street. He stated that there are 4 properties left in this area. Mr. Underhill reported that the downtown parking lot project is on schedule and under budget. Monroe Street road improvements will start soon. He said that a meeting to finalize the bid documents and the design for bidding is scheduled next week regarding the ArtCraft alley improvement project. The full depth reclamation study of Hurricane Street will be discussed at a meeting on Thursday to incorporate that information into design documents and put that project out to bid in the next few weeks. There is a special joint Council and BOW meeting scheduled July 22, at 5:30 p.m. to discuss proposed paving projects. He stated that the North Main Street Project is on track and pavement will be laid down during the first two weeks of August. Concerning Phase II - North Main Street Reconstruction Project, the authorized right of way contract (which was approved in the last couple of months) appraisals have started to roll in and the initial estimates appear to be in line. He reported that last week the sign inventory project was let out for bid and the low bid was almost \$70,000 below the engineers estimate. He stated that in response to this information Mayor McGuinness gave him permission to authorize an immediate award. INDOT has started that contract process with MAS Parkhurst. He stated that he received an inspection contract for just over \$42,000 for Schneider Corp., for work similar to what Mr. Koontz is doing on N. Main Street federal aid project. This contract will be reimbursed at 90%.

Adjournment

As there was no further business to come before the Board of Works a motion was made and seconded to adjourn. The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 7/24/2013

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer